# IN CASE OF FIRE

1. Activate the fire alarm system and Call 911
2. If safe to do so, attempt to extinguish the fire
3. Evacuate the building using the nearest emergency exit, do not use the elevator
4. Assist persons requiring assistance
5. Report any information regarding the fire to your designated Fire Warden/Supervisor

# DURING FIRE ALARM ACTIVATION

## Single Stage System

1. Calmly evacuate the building
2. If safe to do so, close doors and windows behind you
3. Follow instructions given by Fire Wardens and/or Building Staff
4. Use your nearest emergency exit. If the area is blocked use an alternate emergency exit.
5. Report to your designated Emergency Evacuation Meeting Area
6. Report anyone that you suspect is still in the building
7. Do not re-enter the building until you are advised it is safe to do so

## Two Stage Alarm System

During the First Stage Alarm (Fire Alert Signal):

1. Save work and secure valuable/sensitive information
2. Do not begin any activities that may delay in evacuation
3. Follow the instructions given by Fire Wardens and/or Building Staff
4. Listen for the evacuation alarm signal
5. Follow the instructions given over the voice communication system

During the Second Stage Alarm (Evacuation Alarm Signal):

1. Calmly evacuate the building
2. If safe to do so, close doors and windows behind you
3. Follow instructions given by Fire Wardens and/or Building Staff
4. Use your nearest emergency exit. If the area is blocked use an alternate emergency exit.
5. Report to your designated Emergency Evacuation Meeting Area
6. Report anyone that you suspect is still in the building
7. Do not re-enter the building until you are advised it is safe to do so

# EVACUATION OF PERSONS REQUIRING ASSISTANCE

1. Follow your individualized emergency evacuation plan
2. Request assistance from a colleague or fire warden. You are the best person to describe the assistance you require to ensure you are safely evacuated.
3. If you are unable to self-evacuate:
	* Move to a designated waiting area such as near an emergency exit or vestibule
	* Advise fire warden or colleague of your designated waiting area
	* Communicate with security/chief fire warden using the distress button, if available
	* Await for trained personnel to assist in your safe evacuation
	* If possible, ensure a mobile device/phone is accessible to allow you to communicate with 911 should that become necessary

# IF UNABLE TO EVACUATE

1. Call 911 and provide your location
2. Close the door to protect yourself from fire and smoke
3. Use any available material to seal the door and air ducts to prevent smoke from entering. If you encounter smoke or heat, stay low. Smoke and heat rise, the air will be cooler and cleaner near the floor